

1 Lopez Island Library Board of Trustee
2 Regular Meeting
3 September 18, 2014
4 **Approved as amended on October 16, 2014**

5 **Regular Board Meeting Call to Order:**

6 With a quorum present, Chair Bill Evans called the scheduled September 18th meeting of the Lopez
7 Library Board of Trustees to order at 12:01 PM

8
9 **Members Present:** Bill Evans, Sarah Eppenbach, Michael Moore, Rob Thesman, and Ilene Unruh.

10
11 **Staff:** Director Lou Pray and Judy Welker were also present.

12
13 **Friends of the Library:** Ellin Evans, President of the Friends of the Lopez Island Library was in
14 attendance.

15
16 **Guests:** Madrona Murphy, Dennis Ryan, and Bill Evans, superintendent of Lopez Island School
17 District.

18
19 **Agenda Approval:** The board reviewed the agenda. To accommodate an early departure for Judy
20 Welker from the meeting, approval of the bills vouchers was moved to follow the Friends of the
21 Library report. Bill called for a motion to approve.

22 **MSP** Ilene Unruh moved and Michael Moore seconded a motion to approve the agenda as
23 amended. Motion passed.

24
25 **Approval of August 21, 2014 Regular Board Minutes:**

26 Corrections emailed in by the board were reviewed and the minutes were submitted with those
27 amendments. After the reading the amendments, a motion was requested for to approve the
28 minutes.

29 **MSP** Sarah Eppenbach moved and Rob Thesman seconded to approve the August 21, 2014
30 minutes as amended. Motion Passed.

31
32 **Guest Speaker:** Lopez Village Planning & Review Committee members Madrona Murphy and
33 Dennis Ryan explained the vision of the Lopez Village Urban Growth Area – Subarea Planning
34 Project. They are helping to draft a Village Plan that will become a component of the San Juan
35 County Comprehensive Plan created by Lopezians. The Village Plan will provide policy guidance for
36 the creation of development regulations and design standards that may affect the look and shape of
37 Village development. The committee is using community input from planning workshops to draft
38 plans for the community review. The next meeting is scheduled for October 7 from 5 – 7 pm at the
39 Lopez Center for the Community and the Arts. The public is welcome. The timeline for the project is
40 targeted to end in December 2015. Meetings, notices, agendas, and draft documents will be
41 available on the project website: http://www.sanjuanco.com/cdp/LopezVillage/lv_default.aspx.

42
43 The committee answered questions from the board regarding their budget. Assistance is provided
44 by the SJC CD&P project. Once the project ends, the committee will cease. There are workshops,
45 meetings, but no election planned, as it does not require voter approval.

46
47 **Guest:** Bill Evans asked to address the board as superintendent of Lopez Island School District.
48 He distributed a fact sheet for the Capital Projects Bond request, which is a bond to renovate,
49 upgrade, and bring school facilities up to safety, health and education standards. The \$9.6 million
50 bond request is 40% reduction of the last proposal and is based significantly on listening to input
51 from the public. Two-thirds of the funding will be allocated for repair, renovation, and upgrades to
52 meet safety, health, efficiency, and long-term facility sustainability. The other third will be spent on
53 upgrading to current educational standards. Bill answered questions by the board. The funding,
54 which is a satisfactory amount to cover the basics, stresses quality and does not cut corners. They
55 were able to reduce the new footprint of their first plan, by combining uses for space. For example,
56 building a pole structure building to house school maintenance equipment might also be used for

57 student vocational education shop classes. The common tools used for maintenance could also
58 benefit student workshops. The bond is on the November 4th ballot and there are numerous public
59 meetings scheduled to present the facts and to get public input.

60
61 **Friends of the Library Report:** Ellin Evans reported for the Friends of the Library. They are
62 currently gearing up for the November book sale to be held on the day after Thanksgiving. The
63 board is trying to build up their membership. The annual donation letter campaign has as its theme,
64 “Celebrating 35 Years of the Lopez Island Library and 35 Years of the Friends of Library”. The letter
65 is being mailed out tomorrow. In other news, the Friends are getting more technology savvy by
66 using the “Square” credit card swiping technology at their next book sale. Ellin Evans excused
67 herself after her report at 12:38 pm.

68 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the
69 board.

70	8/25/2014	Bills Voucher – Fund 6331	4,354.09
71	9/8/2014	Bills Voucher – Fund 6331	4,119.56
72	9/23/2014	Bills Voucher – Fund 6331	4,669.83
73		Total Bills	\$ 13,143.48
74	9/1/2014	Healthcare – September 2014	\$ 2,060.97
75	9/1/2014	Payroll – July 2014	\$ 19,172.56
76		Total Expenditures	\$34,377.01
77			
78			

79 **MSP** A motion to approve all vouchers for a total of **\$ 34,377.01** was made by Michael Moore and
80 seconded by Ilene Unruh. Motion passed.

81
82 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

- 83 • August traffic was up 10%, computer sign-ups up 12%, but book circulation were down 9%
- 84 • 61% of the budget has been spent and 51% received (61% of property taxes received).
- 85 • Lou submitted a Digital Skills Training grant, collaborating with the Family Resource Center, Glen
86 Maxson, Jen Krajack, and a final review by Beth St. George.
- 87 • Lou met with previous winners of the “Best Small Library in America” award, and the staff of the
88 Library Journal that has presented this award for the last 7 years, and learned of the benefits of the
89 cash award and details of the application process. Lou is considering submitting an application
90 next year, as it will take time to develop.
- 91 • Also at the ASRL (Assoc. of Small and Rural Libraries), she attended workshops on how to be
92 more creative with library space, time, and staff. She got excellent ideas for facility designs that will
93 be helpful as the library eventually re-designs the staff and patron spaces.
- 94 • Lou designed a refresher course for the volunteers to review their responsibilities and “how-to”s to
95 increase their efficiency at the circulation desk. A staff member is assigned to run through the two-
96 hour Power Point course with 5-7 volunteers per class. So far, both the volunteer and the staff
97 persons have commented that they have benefited from the course.

98
99 **Old Business**

100
101 **Naming Policy (discussion):** The Friends have discussed the naming policy that the library adopted at
102 the last meeting. They wish to honor the Perkins family by naming the reading room, The Warren Perkins
103 Reading Room and to install a plaque explaining the reason for naming the room. The Friends will do

104 some additional historical researching to provide more details about the Perkins family and their role with
105 the library.

106
107 **Friends of the Library Agreement (discussion):** Bill Evans is in the process of working with Ellin on
108 proposed changes to the FOL/Library agreement. It should be ready for the next meeting.

109
110 **Policy Revisions 7 & 8 (discussion):** Lou and the board are waiting for feedback from staff for sections
111 under review. Judy Welker commented that she has intention on doing so, but has not had the time yet
112 during work. That might be the same for other staff.

113
114 Lou brought up the new federal holiday to be considered: Native American Heritage Day which is the 4th
115 Friday in November. There is also a required non-paid day of conscious observance of an act of ~~conscious~~
116 conscience, such as Peace Day. Bill asked Lou what the other libraries are doing. Lou will gather some
117 more information for the next meeting.

118
119 **New Business**

120
121 **2015 Budget Planning (discussion):** Lou and the board reviewed a preliminary draft of the budget and
122 will address a second draft at the October meeting.

123
124 Judy Welker excused herself from the meeting at 1:25 pm.

125
126 **Association of Small & Rural Libraries (ASRL) topics review:** Highlights from Beth and Lou were
127 reviewed.

128
129 **Surplus:** The agenda listed 331 items withdrawn from the collection for the book sale with a value of less
130 than \$500 were presented for surplus.

131 **MSP** A motion was made by Rob Thesman and seconded by Sarah Eppenbach to approve the
132 items presented for surplus. Motion passed.

133
134 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for Thursday, October
135 16, 2014 at 12:00 PM.

136 **Adjournment:** With no other business on the agenda, Bill Evans called for a motion to adjourn.

137 **MSP** Rob Thesman moved and Michael Moore seconded to adjourn the meeting. Motion
138 passed. The regular meeting adjourned at 2:11 pm.

139 Respectfully submitted: _____
140 Board Secretary

141 Approved: _____
142 Board Chair

**Lopez Island Library Board of Trustees
Librarian's Report
Oct 16, 2014**

Financial Snapshot for 2014

Spent 67% of budget; earned 53% of budgeted revenue (64% of property taxes received)

Revenue as of Oct 1, 2014 - \$299,895.75 (53% received)

Expenditures as of Oct 1, 2014 \$376.661 (67% spent)

In our General Operating Funds as of Oct 1, 2014 - \$50,638.24

In our Capital Improvement Funds as of Oct 1, 2014 - \$42,882.01

Lopez Island Endowment Fund: \$86,088.67

Select Operational Statistics for Sept 2014

Lou's Report

New items selected and added in September 2014:

- 99 books
- 38 films
- 2 music CDs
- 73 periodicals
- 10 audiobooks

Per the request at the last meeting to see how our employee costs compare with comparable libraries from the latest Washington Public Library Statistical Report 2012 (they always run a year behind)
http://www.sos.wa.gov/_assets/library/libraries/libDev/2012stats.pdf

2012 Personnel, Collection, Other and Capital Expenditures Detail

Table 8

Public Libraries	Population	Personnel Expenditures					
		Salary Expenditures		Benefit Expenditures		Grand Total	Per Capita
		Total	% of Total Pers Exp.	Total	% of Total Pers Exp.		
5,000 & under w/ certified librarian							
Columbia County Rural Library District	3,970	\$96,175	74.96%	\$32,134	25.04%	\$128,309	\$32.32
Davenport Public Library	1,730	\$14,000	90.32%	\$1,500	9.68%	\$15,500	\$8.96
La Conner Regional Library	4,721	\$120,188	83.33%	\$24,039	16.67%	\$144,227	\$30.55
Lopez Island Library District	2,422	\$202,032	76.08%	\$63,513	23.92%	\$265,545	\$109.64
Ritzville Public Library	3,455	\$73,332	77.31%	\$21,523	22.69%	\$94,855	\$27.45
Roslyn Public Library	895	\$40,327	72.73%	\$15,117	27.27%	\$55,444	\$61.95
Upper Skagit Library District	4,062	\$80,493	85.68%	\$13,452	14.32%	\$93,945	\$23.13
Subtotal	21,255	\$626,547	78.53%	\$171,278	21.47%	\$797,825	\$37.54
Orcas Island Library District	5,283	\$315,981	79.80%	\$79,973	20.20%	\$395,954	\$74.95
Pend Oreille County Library District	13,100	\$202,659	75.29%	\$66,507	24.71%	\$269,166	\$20.55
Port Townsend Public Library	9,185	\$437,338	74.88%	\$146,745	25.12%	\$584,083	\$63.59
San Juan Island Library District	7,605	\$472,531	74.44%	\$162,287	25.56%	\$634,818	\$83.47
Sedro-Woolley Public Library	10,610	\$171,509	79.87%	\$43,229	20.13%	\$214,738	\$20.24
Walla Walla County Rural Library District	17,300	\$361,442	75.47%	\$117,474	24.53%	\$478,916	\$27.68
Whitman County Library	14,870	\$414,303	78.79%	\$111,507	21.21%	\$525,810	\$35.36

Per the request at the last meeting to see how we compare with other libraries in salaries/collection expenditures ratio

Public Libraries	Personnel Expenditures			Collection Expenditures		
	Total	% of Total Operating Expend.	% of Change	Total	% of Total Operating Expend.	% of Change
5,000 & under w/ certified librarian						
Columbia County Rural Library District	\$128,309	48.25%	3.42%	\$58,794	22.11%	7.98%
Davenport Public Library	\$15,500	54.14%	47.62%	\$1,380	4.82%	-10.91%
La Conner Regional Library	\$144,227	57.44%	3.28%	\$33,953	13.52%	-5.69%
Lopez Island Library District	\$265,545	66.45%	7.30%	\$57,358	14.35%	-17.48%
Ritzville Public Library	\$94,855	64.18%	12.08%	\$19,955	13.50%	-12.24%
Roslyn Public Library	\$55,444	70.59%	3.97%	\$9,148	11.65%	53.85%
Upper Skagit Library District	\$93,945	63.29%	-13.78%	\$14,848	10.00%	-7.46%
Orcas Island Library District	\$395,954	62.48%	4.70%	\$65,839	10.39%	-7.83%
Pend Oreille County Library District	\$269,166	59.17%	6.11%	\$68,336	15.02%	-9.00%
Port Townsend Public Library	\$584,083	63.15%	-6.49%	\$71,687	7.75%	-2.60%
San Juan Island Library District	\$634,818	67.54%	7.21%	\$104,838	11.15%	-1.27%
Sedro-Woolley Public Library	\$214,738	74.11%	2.74%	\$23,859	8.23%	4.70%
Walla Walla County Rural Library District	\$478,916	40.83%	7.56%	\$66,588	5.68%	17.08%
Whitman County Library	\$525,810	60.67%	-2.59%	\$59,039	6.81%	-16.81%

Per the request at the last meeting to see how our print to electronic expenditures compare with comparable libraries

2012 Personnel, Collection, Other and Capital Expenditures Detail

Table 8 (continued)

Public Libraries	Population	Collection Expenditures				
		Print Materials	Electronic Materials	Other Materials	Total	Per Capita
5,000 & under w/ certified librarian						
Columbia County Rural Library District	3,970	\$38,563	\$5,475	\$14,756	\$58,794	\$14.81
Davenport Public Library	1,730	\$1,380	\$0	\$0	\$1,380	\$0.80
La Conner Regional Library	4,721	\$28,988	\$4,965	\$0	\$33,953	\$7.19
Lopez Island Library District	2,422	\$51,895	\$5,463	\$0	\$57,358	\$23.68
Ritzville Public Library	3,455	\$19,338	\$617	\$0	\$19,955	\$5.78
Roslyn Public Library	895	\$9,098	\$50	\$0	\$9,148	\$10.22
Upper Skagit Library District	4,062	\$12,913	\$1,935	\$0	\$14,848	\$3.66
Subtotal	21,255	\$162,175	\$18,505	\$14,756	\$195,436	\$9.19
Orcas Island Library District		\$171,960	27.13%	-7.50%	\$633,753	-0.28%
Pend Oreille County Library District		\$117,379	25.80%	-3.41%	\$454,881	1.02%
Port Townsend Public Library		\$269,154	29.10%	-15.43%	\$924,924	-9.01%
San Juan Island Library District		\$200,206	21.30%	-13.43%	\$939,862	1.11%
Sedro-Woolley Public Library		\$51,140	17.65%	-23.22%	\$289,737	-2.90%
Walla Walla County Rural Library District		\$627,415	53.49%	60.27%	\$1,172,919	31.26%
Whitman County Library		\$281,859	32.52%	53.86%	\$866,708	9.17%

From Glen (IT issues)

Recommend considering Amazon's credit card transaction processing offering since it's a better deal right now than Square. I have an Amazon dongle and can help get everything set up if you want to go that route versus Square. Here's some more info to help you choose:

<http://lopezislandtech.com/amazon-local-register-secure-card-reader/>

I'm setting up the wireless printer right now and have already tested Win7, Win8, and MacBook with good results. iPad, Android tablet, ChromeBook and Android and IOS phones are next. Should be done today and will set up this evening with directions (first draft).

Tips for Wireless Printing

Windows 7

Add printer, select wireless printer, install and print

Windows 8

Control Panel, Devices and Printers, Add Printer

Select printer and install

Select "Brother Laser Type 1 Class Driver" and print

iOS - iPhone or iPad

Select AirPrint, print

Android phone or tablet

Download and install "Brother iPrint and Scan app.

Run the iPrint app and select the content you want to print

ChromeBooks are supported via Google Cloud Print,

but I haven't been able to get it to work,

so for the moment ChromeBook printing isn't supported.

Rosie's Report

ILLs: 82 requests, 52 received, one loaned.

Storytimes: Babytime: 25 babies, 22 adults Preschool: 76 children, 43 adults

Hamlet House Thursday Reads: Three visits in August, with 14 participants. We are continuing The 100-year-old Man Who Climbed Out the Window and Disappeared by Jonas Jonasson, we're about halfway through. This last month, we lost one of our most avid listeners, 96 year old Lone Schaffer. She was a librarian and loved to read up until just a month or so before her passing. I will sure miss her there. She would often listen to a particularly exciting passage and then say, "Oh my!"

September Literary Salon had 15 participants and discussed 29 books.

There will be a special Halloween story time on Wednesday, October 22, at 11 am, with Alie Smaalders and myself. It will be in the children's room as usual, but I will be calling homeschoolers too, to see if we can attract some older listeners as well.

Beth's Report

OCTOBER PROGRAMS

10, 17 & 24: Baby Storytime – teaches parents early literacy activities to use at home; 12 babies and 14 adults

12: Music Education meeting with community group – discussed success of Musical Petting Zoo and future events

25: Kindergarten Storytime (bimonthly) – “Getting to Know Each Other” for first visit to 17 Kinders, their teacher and aide; fiction and nonfiction books, felt stories, and songs

26: Attended "Leave No Trace" community workshop, an outdoor skills & ethics program to promote the sustainable use of natural areas. San Juan County may be adopting this program as a way to help recreationists minimize their impacts on the land.

-Met with musician Lance Brittain about possible musical literacy program for children as a follow-up to the Musical Petting Zoo.

Created "New YA Books" flyer to post in library, community and high school.

Worked with Jen on upcoming events: children's author Bonny Becker for November Picture Book month and wildlife photographer/author Paul Bannick for a bird presentation in late winter.

COLLECTION DEVELOPMENT

Catalogued books, audiobooks, films and digital records; some processing.

Reviewed and ordered materials for youth collection.

PROFESSIONAL DEVELOPMENT

3-6: ARSL Conference – attended workshops on youth services, community building, digital literacy, social media & more; valuable for networking with peers, inspiration and ideas

7: KOHA 3.16 Webinar on coming updates

(In August, took "Open Public Meetings" training.)